



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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VACANCY ANNOUNCEMENT

DECEMBER 14, 2012

#117-12

DEPARTMENT: LAW ENFORCEMENT SERVICES-
JUVENILE CORRECTIONS

POSITION: JUVENILE SUPERVISORY CORRECTIONS OFFICER
OFFICER 3 AND 4 (2) POSITIONS

SALARY: \$38,000-\$46,000 PER ANNUM

CLOSING DATE: OPEN UNTIL CLOSED

DUTIES:

The incumbent is under the direction of the Juvenile Corrections Administrator in accordance with and as mandated by the Public Law 93-638 Contract and the Tribes to provide supervision, direction, guidance, and technical assistance to Juvenile Corrections/Activities Officers of the Colorado River Indian Tribes Juvenile Detention Center. The incumbent supervises Juvenile Corrections/ Activities Officers and other support personnel on assigned shift, prioritizes and assigns tasks and project; and trains, instructs, evaluates, counsels, and disciplines staff as required, in accordance with established Tribal and Federal regulations, policies, and procedures.

The incumbent conducts annual Employee Performance and Evaluation Reports, including the documentation of required employee 40 hour in-services training. In accordance with the Tribal Employee's Handbook, the incumbent must review all Incident Reports and Serious Incident Reports for content, sentence structure, grammatical errors, and spelling for referral to the Juvenile Corrections Administrator as mandated by and in accordance with the P.L. 93-638 Contract for Law Enforcement Services reporting requirements.

The incumbent works collectively with the Juvenile Corrections Administrator in the recruitment, selection, training, and development of personnel and personnel job descriptions in accordance with the overall mission and objective to develop, administer, and operate the Juvenile Corrections Center as efficiently and effectively as possible. This will be accomplished by:

- Supervising Juvenile Corrections/ Activities Officers and various support staff assigned to shift.



- Serving as Field Training Officer (FTO) for newly hired staff.
- Controlling and monitoring the movement and activities of staff, volunteers, and youth offenders.
- Preparing technical and statistical reports of Center activities for inclusion into the Center's monthly progress report.
- Reviewing personnel files on a quarterly basis to ensure mandatory annual training requirements are completed.
- Performing intermittent inspections of the Center to ensure the safety, security, and welfare of juveniles and staff and that work areas are free of contraband.
- Planning for, training, and responding to emergency and non-emergency calls; investigates incidents as required; identifies and collects evidence; and completes detailed reports and required paperwork.
- Enforcing Tribal and federal laws, complying with Corrections regulations, policies, and procedures; and acting as Field Training Officer for newly hired Juvenile Correctional Officers;
- Effectively interacting with Center staff, Tribal departments, and outside law enforcement organizations; and
- Reviewing grievances from youth offenders, reviewing all related incident reports, documenting events and findings, recommending and monitoring discipline of both youth offenders and staff, and ensuring written findings and actions are documented in staff and youth offender's files.

ESSENTIAL JOB FUNCTIONS: *(Essential function may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).*

- Maintains the safety and security of staff, detainees, visitors, and facility; and supervises and directs the Juvenile Corrections/ Activities Officers duty schedules and activities.
- Plans, schedules, and monitors cell searches, conducts routine safety checks, monitors security cameras, checks fire extinguishers and smoke detectors, and ensures tools and supplies are inventoried.
- Reviews classification and intake interviews of new detainees, and confirms criminal histories are correct and consistent with the housing assignment of youth offenders.
- Ensures staff responds to emergency and non-emergency radio calls and all incidents within the facility are thoroughly investigated.

- Conducts internal investigations into allegations of employee misconduct, completes investigative reports, and makes recommendations for disciplinary or adverse actions.
- Works closely with staff and youth offenders to address the special needs and risk factors of youth offenders.
- Any other duties assigned by the Juvenile Corrections Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES: *A supplemental response may be written on a plain paper if needed or addressed within the body of your application or resume describing your knowledge, skills, and abilities in the following order:*

- Knowledge of State, Federal and Tribal laws and regulations governing juvenile corrections and institutions with specific knowledge of P.L. 93-638 governing contract requirements
- Knowledge of search, transportation, detainment, and restraint methods and procedures;
- Knowledge of human behavior and various social, economic, and cultural backgrounds;
- Knowledge of principles and practices of supervision,
- Skills in effectively communicating both verbally and in writing, and in establishing and maintaining effectively communicating both verbally and in writing, and in establishing and maintaining effectively working relationships with subordinate employees, tribal entities, other agencies, and the public.
- Must possess initiative, ingenuity, resourcefulness, sound judgment, tact, discretion, and the ability to obtain the cooperation and confidence of others; and
- Must have the ability to think logically and objectively, analyze and evaluate findings, and arrive at sound conclusions.

EMPLOYMENT EXPERIENCE AND EDUCATION REQUIREMENTS:

Applicant must be a least 21 years of age at the time of application, must have successfully completed an accredited State or Federal Corrections Academy and have supervised in a corrections setting for a minimum of two (2) years, and an Associate of Arts (AA) Degree from an accredited College or equivalent in the field of criminal justice, sociology, or related field is preferred.

The applicant is required, as an incidental duty, to operate a Tribal owned or lease motor vehicle, in the performance of duties; therefore, a valid state driver's license is required. The applicant must have a safe driving record within a three (3) years period prior to appointment, and meet the Tribes' safe driving requirements.

SECURITY, CLEARANCE, AND BACKGROUND REQUIREMENTS:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation may include: applicant screening, criminal history check, credit check, education check, reference check, medical examination, physical testing, fingerprint check, oral board review, and psychological and polygraph test.

EMPLOYMENT BENEFITS:

CRIT offers health and life insurance, paid holidays, sick and annual leave, and a 401K pension plan.

APPLY:
COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344
For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.